



Sri Siva Vishnu Temple

6905 Cipriano Road, Lanham MD 20706

Tel: (301) 552-3335 Fax: (301) 552-1204

E-Mail: ssvt@ssvt.org Web Site: <http://www.ssvt.org>



FACILITY RENTAL AGREEMENT

NOT TRANSFERABLE

| | | | |
|---|---|-----------------------------|------------|
| Name | | | |
| Organization (If any) | | | |
| Address | | | |
| Facility requested | <input type="checkbox"/> Dining Hall <input type="checkbox"/> Aakaar Area <input type="checkbox"/> Men's Dressing Room <input type="checkbox"/> Holding Area <input type="checkbox"/> Homakundam -2 (Dining) <input type="checkbox"/> Ladies Dressing Room <input type="checkbox"/> Multi-Purpose Room <input type="checkbox"/> Main Homakundam (North-East) <input type="checkbox"/> Auditorium <input type="checkbox"/> Stage <input type="checkbox"/> Audio / Video | | |
| Date of Rental | | | |
| Time of Event | Start | | End |
| Purpose of the Event | | | |
| Specify any admission charges | \$ | Estimated Attendance | |
| Attach a list of all materials to enter the facility | | | |

NOTE:

1. If an outside priest is brought to conduct any puja or personal service, lessee will be required to pay equivalent amount (which is the temple charges for the respective function) to the temple. Please note charges will increase depending on the number of priests required and services conducted.



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PAYMENTS

(Please make checks payable to SSVT)

| | Payment Method | Payment Date | Amount Received | Comments |
|---|---|--------------|-----------------|----------|
| Total Estimated Charges (See Pages 3 and 4) | <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card | | | |
| Deposit 50 % of Total Charges (with application) | <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card | | | |
| Balance (One week before the event) | <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card | | | |
| Total Payment | | | | |

The applicant understands that the regular programs of the Temple proceed without interference. The applicant assures that there will be **NO NON-VEGETARIAN FOOD, ALCOHOL, SMOKING of any kind, ILLEGAL DRUGS or Harmful WEAPONS on the premises, grounds and parking lot.** The applicant agrees to abide by the rules and regulations of SSVT for the use of SSVT facilities. The undersigned guarantees to return the facility in the condition received before rental and the removal of all properties taken into the building after the event.

This signature releases the Sri Siva Vishnu Temple Trust from any responsibility or liability for accidents, injuries or loss of property. **I have read and understand the charges, rules and regulations governing the use of SSVT Facilities.**

| | | | | | |
|--------------------------|--|-------|--|-------|-----|
| Signature (of the Party) | | Title | | Date | |
| Name: (in PRINT) | | | | Fax | () |
| E-Mail Address | | | | Phone | () |

Facility Rental Charges

1. AUDITORIUM CHARGES:

- a. Friday evenings after 5pm, Saturdays, Sundays and Holidays \$130 per hour for a minimum of 4 hrs plus + \$130 per each additional hour .
- b. On weekdays (Friday rental ending before 3pm) \$75 per hour for a minimum of 4 hours plus + \$75 per each additional hour.
- c. If event continues beyond 9:00 pm or the premises needs to be opened prior to 7am, an additional charge of \$180 per hour (\$50 for security) will be required.
- d. Refundable security deposit equal to 50 % of the total charges is to be paid at the time of booking the auditorium.
- f. If food is served, rental of holding area is mandatory at a cost of \$50.

THE RENTAL INCLUDES:-

- 1) 5 tables, 200 chairs
- 2) The Stage
- 3) The existing sound system is available with the auditorium booking. The lessee must ensure to keep the sound level within the acceptable level and shall not affect the normal functioning of the temple or disturb the temple neighbors.

DRESSING ROOMS

Men's and Ladies dressing rooms can be rented along with the Auditorium for a charge of \$25 each.

MANDAPAM AND DECORATIONS:-

- 1) Wedding Mandapams are available for a charge. The Mandapam will be set-up, decorated and dismantled by the temple staff.
- 2) If decoration is required in the auditorium, it can be arranged at an additional charge. Enquire with the manager.

2. DINING AREA CHARGES:

- a. The Dining Hall will **NOT** be rented out after 3pm on Fridays and anytime Saturdays, Sundays and Major Holidays.
- b. Monday through Friday:
Rented at a charge of \$300 for a minimum of 4 hours and \$75 per additional hour.
If event continues beyond 9:00 pm an additional charge of \$180 per hour (\$50 for security) will be required.
- c. The rental includes: 10 6ft rectangular tables, 60 chairs
- d. If food is served, rental of holding area is mandatory at a cost of \$50.

FACILITY RENTAL AGREEMENT

3. EDUCATION / MULTI-PURPOSE ROOM CHARGES:

- a. Education/Multipurpose Room can be booked on Saturdays, Sundays and Holidays subject to availability: \$100 for the first 2 hours plus \$50 per additional hour. No food or fire permitted.
- b. Weekdays: Monday through Friday \$50 for the first 2 hours plus \$25 per additional hour. No food or fire permitted.

4. AAKAAR AREA CHARGES:

- a. Aakaar areas can be booked on Saturdays, Sundays and Holidays subject to availability: \$50 per hour. No food or fire permitted.
- b. Weekdays: Monday through Friday \$40 per hour. No food or fire permitted.

5. MAIN HOMAKUNDAM (NORTH-EAST) CHARGES:

- a. The Main Homakundam is available for Temple Homams only. However, **if available**, the space may be rented out for other personal functions. Saturdays, Sundays and Holidays it can be rented for \$150 for the first 2 hours plus \$100 per additional hour.
- b. Weekdays: Monday through Friday \$75 for the first 2 hours plus \$50 per additional hour.

6. HOMAKUNDAM -2 (EAST OF DINING HALL) CHARGES:

- a. This Homakundam is primarily meant for Personal services. The rental of this space is included in the charges of the respective Personal service conducted.
- b. Can be booked on Saturdays, Sundays and Holidays can be booked for private functions subject to availability for \$50 per hour.
- c. Weekdays: Monday through Friday \$25 per hour.

N.B

- a. The above rates may be reduced for Religious and Non-Profit Organizations at the discretion of the President of Operations.

Rules and Regulations for Use of SSVT Facilities

1. LESSEE WILL ENSURE THE FOLLOWING: -

- a. **NO NON-VEGETARIAN FOOD, ALCOHOL, SMOKING of any kind, ILLEGAL DRUGS or Harmful WEAPONS are permitted on the temple premises or its grounds, including Parking Lots.**
- b. Parking regulations should be strictly observed, particularly the no parking signs and handicapped areas and fire lanes.
- c. There will be no vendors or sale of any articles unless prior approval is obtained.
- d. Auditoriums, dressing rooms, corridors, bathrooms and outside areas must be maintained clean.
- e. After the function is over, any materials brought in to the facility, including decoration materials should be removed completely, and all furniture should be put back properly. (All spills, spilled food, spilled water etc., should be cleaned). No food should be left behind. Limited cleaning material and equipment are available at the temple. Failure to follow above will mean that temple will have to arrange for the cleaning and any resulting charges will be deducted from the refundable security deposit.
- f. Temple property shall not be damaged. Special care should be taken to protect chairs, tables, kitchen, equipment, bathroom fixtures, curtains and audio-visual equipment. Decorations should be done as to not damage the walls or ceiling tiles while fixing them or removing them. The manager's decision on determining cleaning charges and repair charges will be final.
- g. Prior notification is required if homam (havan) is required in an area other than the Homakundam to address the issue of fire and smoke hazards.
- h. If rental furniture is used they must be received by the lessee and stored at a place designated by the manager. They must be removed at the end of the event/program either for storage or immediate pick-up.
- i. The auditorium, dining hall and all other facilities shall be restored to original order by putting back tables, chairs etc., in their respective places.

2. RENTING PERIOD

- a. The renting period is from the time of possession by the lessee to the time of handing over. **An half an hour** prior to the event/program and **an half an hour** after, will be allowed for setting up and clean up work. The temple expects the lessee to make all arrangements during that period.

3. BOOKING & CANCELLATION:

- a. A refundable security deposit equal to 50 % of the total charges is to be paid at the time of booking the facility.
- b. Full charge including refundable security deposit must be paid to the temple at least four weeks prior to the event. If the prepayment is not done at the time of booking, the booking will be automatically cancelled.
- c. If the booking is cancelled within 2 weeks of the event the charges and security deposit paid, less \$100.00, will be refunded.
- d. There will be appropriate charges levied if the function/event goes beyond the time booked for. These charges will be deducted from the security deposit and if the deposit is insufficient lessee will pay for the additional charges.
- e. If event continues beyond 9:00 pm an additional charge of \$180 per hour will be charged which includes (\$50) for building security.

N.B

- a. The corridors, common areas plus bathrooms shall remain open for all visitors/devotees when the event / program is going on.
- b. Due to the state and local fire department regulations the capacity of the auditorium and dining hall shall not exceed the posted limits.